

Role of Time Scheduling in Stress Management

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Abstract

*Time is the most precious thing in our life. Our success depends on how we are planning and utilizing the available time. A brilliant, normal and dull like this all people have the same 24 hours in a day. A normal become brilliant through some effective time management techniques. By managing our time more wisely, we can minimize stress and improve our quality of life. **Time Management** is concerned with the plan of our day to day activities. The present study is on secondary data basis and own experience, so it is also regarded as empirical study. The main objective of the study is study and suggestion of time management techniques for utilizing available 24 hours in a day and night. Our sleeping hours plays an important role in time management, so, it is suggested to FIX to SIX hours of sleeping for normal human being. Life is full of hurdles and problems, they lead to stress, but stress is danger. So, time and anger management techniques are provided for stress management. Some of the time management techniques include preparing a schedule before a day, priority fixing in that day plan, learning art of saying "NO", decentralizing work, evaluating the time spent, attend the seminars on time and stress management, getting counseling for managing stress, medications to relax stress, daily walk, yoga and meditation. The main findings of the study include people are struggling in day to day activities since they are poor in time scheduling, we are also poor in memory as we have no day slip in our packet, Time wasters such as TV, Mobile and some people are playing a vital role time wasting, major cause for the stress is long working hours, restless work, and adverse environment at the job, It is also found that one of the main reasons for the stress is some employees carry office problems to home and they also carry family problems to the office. The suggestions include allotting works to be done on the day in sequential order, please learn the art of saying "NO", prepare day, week, month, year and life plan, avoid family problems at office, anger is a danger, so, control it by adopting techniques. It is concluded that time is prime, anger is danger and these have impact on stress. Heavy stress causes heart attack, alcohol, divorce and death. To the major extent stress can be managed by time and anger management techniques.*

Key Words : *Time Wasters, Day Plan, Yoga and Meditation, Time, Stress Etc.*

Objectives of the Study

- a) To study time management techniques .
- b) To distinguish between planned and unplanned activities .
- c) To analyze the time management in managing stress .
- d) To provide suggestions for effective time and stress management .

Methodology

The study is made is pure secondary data basis . Various websites, text books, magazines and proceedings of seminars and conferences at national and international level are used . Own experiences are also added as a part of data . So, it is an empirical study .

Meaning of Time Management

It is rightly said that "**Time and Tide wait for none**" . An individual should understand the value of time for him to succeed in all aspects of life . People who waste time are the ones who fail to create an identity of their own . Time Management refers to managing time effectively so that the **right time is allocated** to the right activity . Effective time management allows individuals to **assign specific time slots** to activities as per their importance . Time Management also refers to making the best use of time as time is always limited . Asking our self which activity is more important and how much time should be allocated to the same? Know which work should be done earlier and which can be done a little later and which work should delegate and which work should be neglected .

Therefore, Time Management includes,

- Effective Planning
- Setting goals and objectives
- Setting deadlines
- Delegation of responsibilities
- Prioritizing activities as per their importance
- Spending the right time on the right activity

Time Management Techniques

1. **A to-do list** putting the most important tasks at the top . Keep a schedule of your daily activities to minimize conflicts and last-minute rushes .

2. **Let us prioritize our tasks** . Time-consuming but relatively unimportant tasks can consume a lot of our day . Prioritizing tasks will ensure that we can spend our time and energy on those that are truly important to us .
3. **Say "No" to Non-essential tasks** . We should consider our goals and schedule before agreeing to take on additional work . It is not possible in one shot, therefore, we should learn the art of saying "NO" .
4. **Delegate** . We should not try to all tasks at a time . In fact, we think elaborately and pass on to others . Take a look at your to-do list and consider what you can pass on to someone else .
5. **Take the time you need to do a quality job** . Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall .
6. **Break large, time-consuming tasks into smaller tasks** . Work on them a few minutes at a time until you get them all done . Generally, there is one mentality that people will fear for taking responsibility . In that situation, we should take initiatives in starting the work and later it should be divided among the available people .\
7. **Evaluate how you're spending your time** . Keep a diary of everything you do for three days to determine how you're spending your time . Look for time that can be used more wisely . For example, could you take a bus or train to work and use the commute to catch up on reading? If so, you could not bother for spending more money to save the time . We can memorize here that train journey is very late than bus travel . Therefore, one must be ready to spend more money .
8. **Limit distractions** . Block out time on your calendar for big projects . During that time, close your door and turn off your phone, pager and email . It is already said that there are various time wasters in our life . We should by-pass them . We may even say lies to escape from time wasters . Is it correct "**Saying lies**"? An ethical question arises . The answer is "**we must be diplomatic**" .
9. **Get plenty of sleep, eat a healthy diet and exercise regularly** . No one can command to work restlessly . A healthy lifestyle can improve our focus and concentration, which will help improve our efficiency so that we can complete our work in less time .
10. **Take a time management course** . Training plays a significant role in every area and every body' s life . If your employer offers continuing education, take a time management class . The question is our employer is not encouraging training programs . Then doesn't worry let us use our CLs and nominal money in learning life skills .
11. **Take a break when needed** . Too much stress can derail your attempts at getting organized . When you need a break, take one . Take a walk . Do some quick stretches at your workstation . Take a day of vacation to rest and re-energize .

12. Find alternatives ways of performing work effectively

Look at your problems in different ways; find a new perspective that you haven't thought of before .

13. Creative problem solving solutions

Adopt Research Methodology techniques and strategies encourage you to think productively, rather than reproductively, in order to arrive at solutions to problems .

14. Adaptive decision making

Adaptive techniques for solving problems are a combination of logic and common sense, and while not precise, can produce satisfactory solutions .

15. *Managing by exception*

Work on those matters that are critical to you . Leave matters to others that are not .

16. **Just say gist** : It refers to saying only theme of the hours together words . We are seeing, "**Many people without time sense, talk hours together on the stage** . It is observed that they don' t come with preparation, so, they don' t know what to talk and what not talk" . Even many of people drag their words without message, it time wastage from the view point of audience though talker enjoy the crazy of talk .

17. **Need of speed** : In general terms, it is said that "**there is need of speed in our life**", It is because we have lot of work to do in short time . There is also heavy competition every where . This can be done by concentrating on time and planning the time .

18. Lengthy day leads to wealthy and healthy

There is dilemma regarding this word . Lengthy day means awaking from the bed early in the morning and going to bed after 10.00PM . during the day we should not have the bad habit of sleeping . A calculated sleep of six hours of sleeping per day provides a healthy . It is often said that working more hours in a day create lot of opportunities and we can become rich people in our life .

19. Event Management

It is main in Time Management . It refers to finding our activities to be done, fixing time to start and time to do and time to end . We have to arrange all necessities for the event .

e . g . , From Yogasan Hall we have to reach within 10 minutes . Every day our yogasan completes by 7.00 AM, so we can set a time target of 7.20 AM to reach our home . While coming, we have lots of time wasters, but we should focus on 7.20 and not on time wasters .

20. Refer the plan every hour to get the power

Preparing a schedule is not enough for proper time management . Every hour where ever we go like banks, lunch, principal chamber, waiting for a doctor for getting treatment, if we keep day plan in our packet and refer and leads to more memory power . It is possible to do all important and unavoidable works with in short time .

21. Compensation

It is very common that we are wasting time at our home, college and outside our home .

Compensate the time what we wasted by avoiding un necessities, briefing, less sleeping, speeding the work .

Stress Management

Meaning of Stress

Stress is a situation that arises when demands exceed the personal or social resources . It is related to mind and body' s response to a real threat, event or change . It may lead to body pain, eyes burning, head weight, losing interest in work etc . we stress is dangerous and may lead to accidents, more labor turnover etc .

Meaning of Stress Management

Stress management starts with identifying the sources of stress in our life . This isn' t as easy as it sounds . Our true sources of stress aren' t always obvious, and it' s all too easy to overlook our own stress-inducing thoughts, feelings, and behaviors . Sure, you may know that you' re constantly worried about work deadlines . But maybe it' s your procrastination, rather than the actual job demands, that leads to deadline stress .



Causes of Stress

Everyone has different stress triggers . Work stress tops the list, according to surveys . Forty percent of U .S . workers admit to experiencing office stress, and one-quarter say work is the biggest source of stress in their lives .

Causes of work stress include

1. Being unhappy in the job
2. Having a heavy workload or too much responsibility .
3. Working long hours
4. Having poor management, unclear expectations of our work, or no say in the decision-making process
5. Working under dangerous conditions
6. Being insecure about our chance for advancement or risk of termination

7. Having to give speeches in front of colleagues
8. Facing discrimination or harassment at work

Life stresses can also have a big impact . Examples of life stresses are

1. The death of a loved one
2. Divorce
3. Loss of a job
4. Increase in financial obligations
5. Moving to a new home
6. Chronic illness or injury
7. Emotional problems (depression, anxiety, anger, grief, guilt, low self-esteem)
8. Taking care of an elderly or sick family member.

Sometimes the stress comes from inside, rather than outside .

- **Fear and uncertainty** : When we regularly hear about the threat of terrorist attacks, global warming, and toxic chemicals on the news, it can cause us to be stressed, especially because we feel like you have no control over those events .
- **Attitudes and perceptions** : How we view the world or a particular situation can determine whether it causes stress . For example, if our television set is stolen and we take the attitude, "It's OK, my insurance company will pay for a new one," we will be far less stressed than if we think, "My TV is gone and I'll never get it back ! What if the thieves come back to my house to steal again?"
- **Unrealistic expectations** : No one is perfect . If we expect to do everything right all the time, we are destined to feel stressed when things don't go as expected .
- **Change** : Any major life change can be stressful -- even a happy event like a wedding . More unpleasant events, such as a divorce, major financial setback, or death in the family can be significant sources of stress .

Outcomes of Stress

A little stress is healthy and it sharpens the memory . But too much stress causes lots of problems .

A. Emotional impact

- The brain continues to operate in higher speed .
- Anxiety and fear and panic attacks .
- Mood swings like anger, tension or over acting to joy or sorrow .
- Lack of enthusiasm .

B. Psychological impact

- Headache and fatigue .

- Acidity, ulcer and other digestive problems .
- High blood pressure .
- Diabetes leading to kidney failure
- Reduced immunity
- Rapid weight gain
- Chronic backaches

C. Social impact

- Conflicts and miscommunication .
- Irritable and forever complaining
- Over reacting to situations arguing
- Strained relationships (with spouse, friends or kith)

Stress Management Techniques

1. Exercise and Diet

Diet and exercise can play an important role in the relief of stress . Eat a balanced diet and avoid foods that may increase tension . Exercise helps to release built up tension and increases fitness . This, in turn, increases the body' s ability to deal with stress and helps to avoid the damage to our health that prolonged stress can cause .

2. Stress management courses

Stress management courses enable individuals to develop strategies to cope with life and stress more effectively . Most courses teach skills that enable the individual to recognize current stressors and techniques to effectively deal with these . Skills such as time management, goal setting, assertive communication, problem solving, managing change and relaxation techniques may be taught

3. Counseling

Discussing concerns with an impartial person may assist with recognizing stressors and deciding upon strategies to deal with them . This does not necessarily need to be a professional therapist but may be a trusted family member, friend or colleague . Often the process of discussing a concern is enough to alleviate the stress .

4. Alternative therapies

Some people find therapies such as acupuncture, homeopathy, herbal medicine and aromatherapy effective in both preventing and relieving stress .

5. Medications

In severe cases of stress, medication may be prescribed to treat some of the symptoms caused by stress . Medication should only be considered as a short-term treatment and should be strictly monitored by the prescribing doctor .

6. Relaxation

Relaxation is an effective way to help reduce muscle tension associated with stress. There are many different relaxation techniques e.g: yoga, meditation, massage. Some people find that simply taking "time out" during the day or after a stressful situation is sufficient to reduce stress levels.

7. Others

- Get enough sleep and rest.
- Accept peer pressure.
- Enhance skills, abilities and attitudes through professional trainings.
- Forgive and forget people who causes the stress.
- Avoid people who are great stressors.
- Changing the environment.
- Expressing feelings in a open and honest manner.
- Adjusting- flexibility, diplomatic-ness
- Managing time wisely.
- Learn the art of saying "NO"
- Think and act positively.
- Accept a fact that "you cannot change every one, and cannot control others".

Findings

1. People are facing struggle in doing various day to day activities, the main reason for that is they do not plan each day.
2. People argue that planning is rigid and world is always going to change.
3. They blame the time and others for not possible to do all work.
4. Due to lack of planning and not keeping a day slip in their packet, they need somebody to remind them.
5. There is lot of human resource waste in our country since alternatives are not worked out.
6. Lack of time management is leading to stress.
7. There is lack of training facilities on time and stress management. Even if training is arranged, people are not utilizing the same as they are already inbuilt fault.
8. Stress has two effects. It is found that a little stress sharpens the memory but accumulated stress causes major problems.
9. Time wasters such as TV, Mobile and some people are playing a vital role time wasting. It is felt that they kill the time.
10. People have dare and boldness to say NO to un-necessary activities, this lead to major time wastage.
11. We are not evaluating the time what, where, when and how we spent on productive and unproductive activities.

12. It is found from our study that the major cause for the stress is long working hours, restless work, and adverse environment at the job.
13. It is also found that one of the main reasons for the stress is some employees carry office problems to home and they also carry family problems to the office.

Suggestions

1. "PATH gives a SATH", it means if we prepared a day plan and re-planned chronologically, that will guide where, when, whom to meet and how to do our work .
2. No doubt our day schedule will kill our own and others feelings . Therefore, it is suggested to provide some **flexibility** in our plan, otherwise, if one stick on to "day plan", again stress arises from family side .
3. Preparing a day plan will improve productive activities at work place and also ensures works punctually .
4. Time management is a good measure to face pressure from outside world .
5. Please learn the art of saying "NO", but don' t forget the word diplomatic . Brilliantly bye-pass the time wasters .
6. We have experienced in managing the stress through two ways such as time management and morning walk, yoga and meditation . It can be done by others also . But it is not everything in managing the stress, to be added, we have to be self-disciplined, take diet food and we should also feel comfortable even during stress also that it is all common in every body' s life and we also get better days like others getting now beautiful time . Favorable and adverse conditions are like wheel of cycle . It is moving .
7. Observing the gentle people in managing their stress is the best source of learning .
8. Whatever we have idea in time and stress management is half only, so, it is suggested to attend training and seminar classes regularly .
9. Self evaluation and self criticisms are art of living . It may reduce our unnecessary stress .
10. It is suggested to prepare day plan to stay in this competitive world, week plan to avoid our weaknesses, *month plan* to do our work *smooth*, year plan to yield better results and life plan to get success in life.
11. There was an article in Times of India daily newspaper in "Speaking Tree-editorial column" . Its message is "an employee after leaving home, on the middle of road, he should leave all his family related problems to the tree and go to the office without family problems . Similarly, in the evening he should leave his office related problems to the same tree and hence he should not carry office problems to home .
12. Stress management is possible by applying anger management techniques such as
 - Quitting the scene immediately
 - Don' t worry about other person' s gain/pain even if he does not deserve it
 - Keep your expectation to the minimum
 - Don' t tempt for other' s attempt

- See people in different ANGLES to avoid ANGER
- Silence is the best response
- Man should have manners; anger is not a manner .
- See people from positive point of view, not negative point of view
- Forgive and forget or forget and forgive .
- Shot temper gives only short term results, it is not man management .

CONCLUSION

Time is the most precious thing in our life . We may get back if we lost money or any other resource, but we cannot get back what we waste the time . So, we need to concentrate on time management . It is further observed that we are short tempered, which in turn lead to many problems and relationships cuts . We must be careful regarding time wasters such as neighbors, TV and mobile . A better time length and anger management skills essential for stress management .

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